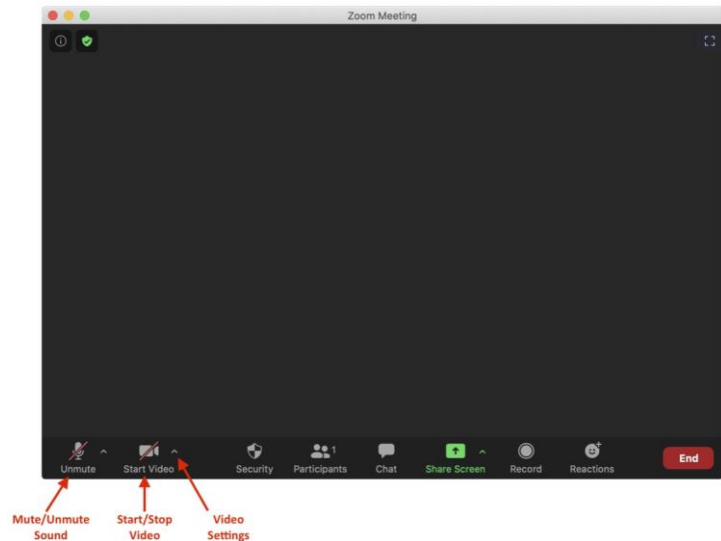


# Zoom Tips & Instructions

## Mute Sound & Turn Off (Stop) Video

You should join the meeting/production muted and without using video. This will prevent the audience members from disturbing the performance(s). It will also help limit the open participant Zoom windows to the active performers (see, below).

- **Mute Sound:** To mute sound, hover your mouse over the Zoom window to make the bottom control bar visible. Click on the microphone icon at the bottom left.
- **Turn Off (Stop) Video:** To disable (stop) your video, hover your mouse over the Zoom window to make the bottom control bar visible. Click on the camera icon second from left on the control.



## Enable Gallery View

Gallery view displays the active participants in multiple equal-sized participant windows. To enable this option, hover over the Zoom window. The gallery view option will become visible in the upper right corner of the screen. Click on the control.

## Hide Non-video Participants

The *Hide non-video participants* options is found on the video settings. To access the settings, hover over the Zoom window. The video control appears in the bottom control bar at the bottom left of the window. Click on the up arrow (caret ^) to the right of the *Start/Stop Video* button.

Check-off the box next to the *Hide non-video participants* near the bottom of the list of video settings. This will limit the open participant window to the active performers.

